



California Department
of
Social Services



Child Care Advocate
Program

Infant Care Child Care Centers Self-Assessment Guide



COMMUNITY CARE LICENSING DIVISION
"Promoting Healthy, Safe and
Supportive Community Care"

SELF-ASSESSMENT GUIDE INFANT CARE CENTERS

This self-assessment guide is for infant care and is designed to help you and others involved in the administration of the infant care program perform periodic self-assessments of your center's operation. By using this, you can find problems and then correct them yourself. This guide lists some of the most common problem areas found by licensing staff when they make visits. Read each statement and check Met or Not Met for the answer that best describes your infant care program.

This is not a complete list of licensing regulations. It includes many of them, but does not replace the regulations. When the licensing worker visits, they may look at more than what is in this guide. You should review the infant care regulations for all of the requirements.

ADMINISTRATIVE REQUIREMENTS

NOT
MET MET

- | | | |
|-------|-------|--|
| _____ | _____ | 1. Infants are not confined to cribs, high chairs, playpens or other similar furniture or equipment as a form of discipline or punishment. (101423.1)
-Personal rights form has been signed by parents. |
| _____ | _____ | 2. The Director/Assistant Director has at least 3 units of course work in infant care. (101415) |
| _____ | _____ | 3. Infant care teachers have completed 3 units of course work in infant care. (101416.2)
-Infant teachers work under the supervision of the Director. |
| _____ | _____ | 4. There is a ratio of one adult to every four infants. (101415.1)
-Each aide cares for no more than four infants.
-A fully qualified teacher supervises no more than three aides. |
| _____ | _____ | 5. One staff person visually observes every 12 sleeping infants. (101415.1)
-Remaining staff are immediately available at the center. |

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ADMINISTRATIVE REQUIREMENTS (Continued)

NOT
MET MET

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|-------|-------|--|
| _____ | _____ | 6. A needs and services plan is complete and on file for each infant. (101419.2)
-Parents have assisted in preparing the plan and have signed it.
-The plan includes feeding needs, toilet training needs, and parent interview schedule.
-A copy of the plan and any updates is given to the parents.
-The plan is updated at least quarterly. (101419.3) |
| _____ | _____ | 7. Only licensed drivers 18 years or older transport infants. (101425)
-Infant car seats are used.
-A first aid kit is on-hand.
-Infants are not left unattended at any time. |
| _____ | _____ | 8. Infants who are ill are isolated until picked up by the parent. (101426.2)
-Infants are placed in a crib, playpen, on a cot or mat, if appropriate.
-Infants are constantly supervised by an adult. |
| _____ | _____ | 9. Each infant has their own feeding plan. (101427)
-Baby bottles are labeled.
-Infants are held when being bottle fed.
-Bottle fed infants are fed at least every 4 hours.
-Honey and corn syrup are not given to infants. |
| _____ | _____ | 10. All caregivers wash their hands before and after each infant feeding and diaper changing. (101438.1)
-Common towels are not used.
-Bar soap is not used.
-Floors are mopped and carpets are vacuumed daily. |
| _____ | _____ | 11. Outdoor and indoor play spaces are separate from space used by preschool children. (101438.2)
-Toys and equipment are age appropriate. |

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ADMINISTRATIVE REQUIREMENTS (Continued)

NOT
MET MET

- _____ 12. Baby walkers, rollers, bouncers are not used. (101439)
-Furniture is safe.
-Changing tables are within arms reach of a sink.
-Toys are safe and cannot harm or be swallowed by an infant.
- _____ 13. A crib or mat is available for each infant. (101439.1)
-Stacking cribs are not used.
-Floor mats are used by infants who can climb out of a crib.
-Cribs or mats are spaced apart to provide a walkway for staff.